



Position Title: *Director of the Carver Market and Retail Recovery Operations*

Department: Food Service – Carver Market (Food Pantry)

Reporting Relationships: Reports to Chief Program Officer

FLSA Status: Full Time Hourly with weekly schedule to be determined

Position Overview:

The Director of the Carver Market manages Carver Center’s signature program to address food insecurity in the Village of Portchester. The Director oversees the logistics of the Carver Center’s food pantry which currently serves 1,750 local families through self-choice shopping that features regular offerings of fresh produce, proteins, dairy and shelf-stable items. Carver Center is one of only three Westchester County-based organizations participating in the Retail Recovery Program sponsored by Feeding Westchester.

The Carver Market is an integral part of Port Chester Carver Center’s vast array of programs. Accordingly, the Director of the Carver Market and Retail Recovery plays a key role in ensuring that Market clients are served in accordance with Carver Center’s mission, vision, and values.

Agency Wide Duties and Responsibilities:

- Support the mission, program philosophy and values of Port Chester Carver Center, Inc. (see attached).
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace.
- Comply with all policies and procedures as defined by the Carver Employee Handbook, Client Code of Conduct and all other governing agencies.

Position Specific Responsibilities:

- Manages the operation of the Market and ensures successful execution of the regular food distributions from the Carver Market.
- Work collaboratively with Carver Center leadership to develop key performance metrics and goals for the Market relative to the distribution of nutritious foods and household items to clients.
- Implement tracking of impact through Carver Center’s Apricot360 database.
- Serve as the “face” of Carver Center by meeting and greeting clients, listening to their concerns, and connecting them with other departments as may be appropriate.
- Supervise the Carver Market Manager, Retail Recovery Driver (Logistics Manager), and numerous volunteers.
- Ensure adherence to Carver Center’s Personnel Policies and Client Code of Conduct.
- Provide onboarding, training and management to all Carver Market staff and volunteers. Oversee scheduling of all personnel (paid or volunteer).
- Oversee Carver Center’s ongoing relationship with key community partners including Feeding Westchester, Meals on Main Street, County Harvest, and many others.

- Facilitate the Retail Recovery Program by serving as liaison between all grocery store partners, pick-up sites, and volunteers.
- Ensure adequate inventory of food while adhering to Carver Center's annual budgets. Optimize all sources of food including Feeding Westchester, wholesale providers, retail recovery sites, and others. Regularly review and manage the inventory systems and the Feeding Westchester Agency Portal to effectively plan and coordinate food distribution.
- Plan for and organize storage space according to inventory (dry storage space, walk in fridge, standing fridge, and freezers)
- Analyzes demand to forecast supply needs and logistical requirements to fulfill needs.
- Work with Carver staff to plan holiday drives and other distribution events that may directly serve the Carver Market clientele (Thanksgiving, Holiday Toy Distribution, Coats, Backpacks, etc.)
- Help lead special food and supply programming initiatives such as Senior Groceries and Summer Kids Back-pack Program.
- Oversee ongoing and emergency maintenance of Carver Market equipment including refrigerators, freezers, and vehicles.
- Receive and inspect incoming products for both quality and quantity. Ensure that the quality of the food meets standards as established by designated regulatory agencies (i.e. USDA, HPNAP, etc.).
- Ensure prompt and proper storage.
- Supervise and coordinate daily activities of all Carver Market staff and volunteers engaged in inventory, re-stocking, food distribution, food storage, cleanup of the market, and retail recovery procedures.
- Using the Apricot 360 database, generate daily food/household item distribution records, maintain inventory, and update client records daily.
- Assist in the loading and unloading of products, recording donations, and routing to the appropriate storage area.
- Conduct periodic inventory counts.
- Serve as a driver of Carver Center vans and assist with the pick-up of donations or deliveries of products, when needed.
- Complete and ensure that all Market staff complete annual Civil Rights and TFAP training requirements.
- Perform other duties as assigned.

Position Qualifications:

- Three (3) to five (5) years of progressive food pantry management or warehouse operations experience.
- High School Diploma required. Post-Secondary education in Human or Culinary Services preferred.
- Valid Driver's License required, CDL Preferred.
- Comprehensive knowledge of food and safety trends, including USDA, and HPNAP, with a focus on quality, production, sanitation, food purchase controls, and presentation.
- ServSafe® certification required.
- Strong administrative and organizational skills are essential including proficiency in Microsoft Office.
- Experience supervising staff and/or volunteers with the ability to communicate clearly both verbally and in writing.
- Knowledge of financial, budgetary, accounting, computational practices and experience managing expenses.
- Ability to get along well with others; demonstrate flexibility and patience; work as a member of a team; and demonstrate a high level of sensitivity for and interest in people.
- Exhibit courtesy, tact, and reasonable speed in performance of duties, and demonstrate ability to multi-task.
- Bilingual (English/Spanish) preferred.

Physical and Sensory Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to stand, walk, bend, carry, push, and use both hands when performing assigned duties.
- Frequently required to push, pull and/or lift boxes or equipment.
- Regularly required to stand for extended periods of time.
- Must be able to lift boxes that weigh at least 50 pounds.
- Regularly exposed to variable weather conditions from mild to extreme heat or cold
- May be exposed to dust or fumes in warehouse or during delivery of food.

IMPORTANT NOTE

The qualifications listed are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The job description is not intended to be an all-inclusive list of duties and standards of the position

All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.

Salary Range: \$28-\$33 per hour for a maximum of 37.5 hours per week depending on experience and qualifications.

The salary range is a good faith estimate of the pay range which considers factors including but not limited to job responsibilities, candidate's relevant work experience, and education.

To apply, please send resume and brief cover letter to:

Daniel Bonnet; Chief Program Officer; Port Chester Carver Center; P.O. Box 429; Port Chester, NY 10573 or DBonnet@carvercenter.org